

## Rational/Guidance for Piggybacking on California Workforce Association CTI Procurement and Contracts

In FY2015-2016 the California Workforce Development Board funded the California Workforce Association for the Partnership Technical Assistance and Training program utilizing WIOA 15% Governor's Discretionary Grant funding. One of the deliverables in the grant requires that CWA procure training through the California Training Initiative (CTI) system, through a competitive procurement process to develop a list of the "training providers in a variety of topics that are determined in collaboration with state and local workforce development partners and ensure that the selected trainers and sessions are of the highest quality and cost effectiveness." The California Workforce Association has conducted the required procurement of training providers to provide professional development and capacity building for workforce development staff and partners in California. Applications from training providers were evaluated and selected providers were added to the California Training Initiative (CTI) vendor list. Regional Planning Units (RPU)/Local Workforce Development Boards (LWDB) who wish to contract with a CTI training provider or consultant may "piggyback" on the CWA procurement and develop contracts with CTI training providers.

### What is Piggybacking

Piggybacking is a contract term used when an agency uses an existing procurement process/ contract from another agency as the justification and documentation to form their own contract directly with the vendor to purchase the same or similar items or services. The agency does not become a signatory to, or participate in, the original contract but instead negotiates a new contract with the vendor based on the initial entity's contract. (In this example, LWDBs piggyback on the CWA CTI contract)

### Benefits of Piggybacking

By piggybacking on the CWA CTI procurement and contract, RPU/LWDBs save time and resources by leveraging CWA's successful competitive bidding process instead of conducting a duplicative procurement process in each region of the state. Piggyback contracts represent the most immediate cooperative purchasing resource, and they save administrative costs and create pressure for lower prices.

### How to Piggyback

LWDB's should request that CWA provide them with a copy of the procurement documents and the contract between CWA and the CTI Training Vendor that they wish to contract with. They should evaluate the specific contract documents to determine if the competitive process and contract awarded meets their agency's local rules and regulations for contracting. LWDB's should make sure that the local procurement policies allow for piggybacking on another entities procurement and contracting process. LWDBs should:

1. **Be aware of, and comply with, local procurement policies that require additional documentation of procurement.** (Example – consultants/trainers in excess of \$25,000 may need additional bids or board approval, depending on local procurement policies)
2. Identify **contracts of interest** to determine if the specifications are consistent with your need. (Identify CTI Trainers/Consultants of interest and research if they will meet your regional training needs)
3. **Request the contract, award document and any other documents necessary** for your evaluation. (Review CTI RFA, award documents, and contract. Could also interview trainers)
4. If you decide to piggyback, **follow your agency's procedures** to initiate negotiations with the vendor to form a separate contract that is based on your agency's contract specifications. Include documentation of piggyback in your procurement file in case of compliance monitoring.